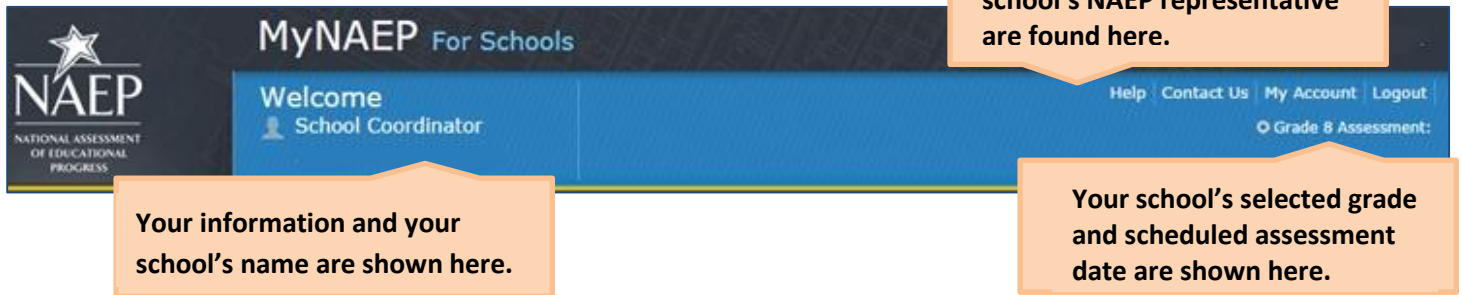


MyNAEP PSI Enrollment Instructions

1. In Task 2, we need you to provide your current student enrollment for the NAEP sampled grade. This is a new request to **Provide School Information (PSI)**. Before October 1st schools were only allowed to enter school contact and calendar information.



2. Log in to the MyNAEP site (<https://mynaep.com>) using your existing username and password information.

Note. If you have forgotten your password, use the **Forgot Password** link to request a temporary password. A new temporary password will be sent to the e-mail used for registration. This password will provide you with access to the MyNAEP site where you can create a new password and complete the School Coordinator Task 2 for October.

3. Select **Provide School Information** from the left hand menu (See Figure 1).

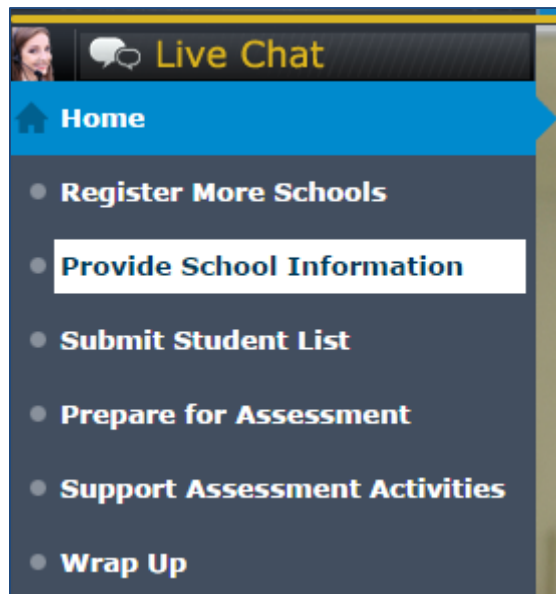


Figure 1

4. For School Coordinators who are responsible for more than one school, and used the **Register More Schools** from MyNAEP's left menu in the blue banner, you should see two grade options to select from (see Figure 2). These options allow you to toggle between schools (e.g., grade 4 and 8).

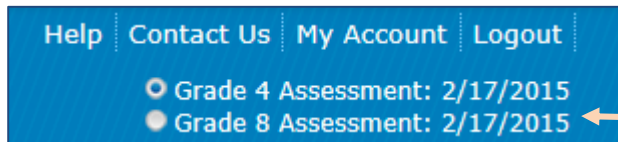


Figure 2

This “radio” button shows that Grade 4 is selected.

5. When tasks are completed a white check will appear next to the task (see Figure 3). Once this change has been approved the check will turn green. Please use the links below to ensure that NAEP has the most up-to-date information about your school.

A screenshot of a web form titled 'Provide School Information'. Below the title is a subtitle: 'Please use the links below to ensure that NAEP has the most up-to-date information about your school.' The form is divided into two main sections. The first section is titled 'Complete the following:' and contains a list of tasks. Each task has a white checkmark to its left. The tasks are: 'School Contact Information', 'School Characteristics Information', 'Date school adjourns for winter break', 'Date school returns from winter break', and 'Date for the last day of school'. The second section is titled 'School Characteristics Information:' and contains a list of tasks. Each task has a white checkmark to its left. The tasks are: 'Date school adjourns for winter break', 'Date school returns from winter break', and 'Date for the last day of school'.

Figure 3

Click each link to provide this information for the selected grade. When you are done, each of these will display a white check mark.

6. In the **Provide School** section, under the **School Characteristics** section the **Student Enrollment** link will be active (see Figure 4). With the **Student Enrollment** link, please enter in your sampled grade's enrollment. This information needs to be completed by **October 31st, 2014**. Be sure to only include the sampled grade's enrollment not your school's total enrollment. Our system will check to make sure your sampled grade enrollments are within the expected range.

A screenshot of a web form titled 'Provide School Information'. Below the title is a subtitle: 'Please use the links below to ensure that NAEP has the most up-to-date information about your school.' The form is divided into two main sections. The first section is titled 'Complete the following:' and contains a list of tasks. Each task has a green checkmark to its left. The tasks are: 'School Contact Information', 'School Characteristics Information', 'Date school adjourns for winter break', 'Date school returns from winter break', and 'Date for the last day of school'. The second section is titled 'School Characteristics Information:' and contains a list of tasks. Each task has a green checkmark to its left. The tasks are: 'Student Enrollment', 'Date school adjourns for winter break', 'Date school returns from winter break', and 'Date for the last day of school'. The 'Student Enrollment' link is highlighted with a green box.

Figure 4

The active Student Enrollment link will appear below the School Characteristics Information section.